

### 3-5-03

#### Document 4

#### **How Does a District Register for the Online Assessment?**

Districts with students who meet the eligibility criteria (doc#1) for participation in the CATS Online Assessment start the process by notifying the KDE of their intent to participate. This begins with the district identifying an individual who is comfortable with technology to serve as the “CATS Online Assessment District Administrator (DA)”.

This person should have some understanding of the CATS assessment and instructional issues related to use of accommodations. It will also be very helpful to have some familiarity with the staff and students who are likely to be involved at the school level (e.g., DAC, DOSE, or other staff with similar administrative knowledge and responsibilities).

The following list is a sequence of events that needs to occur to complete local setup of the online assessment. Please note that it is important for each person to complete his or her own responsibilities before subsequent steps can begin.

#### **Required District Administrator (DA) Actions**

1. Notify the KDE via email of district intent to participate (This email needs to originate from the local central office or be validated by someone at this level). The email needs to identify the DA and provide an email address; clearly indicate the school district and participating schools; and provide an estimated total number of participating students. This email notification **must be sent to [catsol@kde.state.ky.us](mailto:catsol@kde.state.ky.us) prior to April 10**. Notification emails received after April 10<sup>th</sup> will not allow sufficient time to complete all steps required for a local CATS Online setup. The DA will receive, within 48 business hours, a username and generic password along with a URL to the CATS Online Assessment website. Upon logging in for the first time, the DA will be prompted to change his or her password. This will enable the DA to access the CATS Online setup Wizard and tools. The setup Wizard will provide step-by-step instructions to guide the DA through the next two steps.

*NOTE: For Districts that participated in the 2002 Fall Pilot- The CATS Online Assessment Tool **retained** the information that was entered by each DA that participated in the Fall Pilot. The DA will still need to send the email notification to [catsol@kde.state.ky.us](mailto:catsol@kde.state.ky.us) regarding participation. After receiving notification, personnel at KDE will reset all passwords for the DA, SA, and Teacher users for the district, and send an email to the DA. The DA will need to log on to CATS Online and renew his or her password. The DA will need to notify each SA and Teacher that the passwords have been reset and direct them to log on to CATS Online and make any changes needed in the staff accounts created during the Fall Pilot. Steps 2 & 3 below **only** need to be addressed by the DA if there are*

*changes to be made since the Fall Pilot. The SA will need to enter the assessment site to specify the testing schedule as listed in the SA responsibilities below.*

2. Create, within the CATS Online Tool, each participating school within the district.
3. Identify the person at each school to be the School Administrator (SA) for the CATS online assessment, and then create the account in the system. The DA must also notify the person designated to be the School Administrator (SA) at each school. The Wizard program provides the opportunity to send an email to each SA when his or her account is created by the DA. This email notification will then prompt the SA to access the CATS Online Assessment website, login, and then change his or her password. The SA can then proceed to the setup Wizard to complete the next step in the process.

NOTE: The DA has the ability to create the grade levels, testing sessions, teacher information and student accounts, but is expected to delegate these responsibilities to the SA and Teacher, as appropriate. It is the responsibility of the DA to review and modify, as needed, these items after they are created by the SA and Teacher. NOTE: The DA should verify that all online testing sessions, once created, are scheduled to correspond directly to the district's offline testing dates and times. The following lists roles and responsibilities of school-level participants required to complete the district and school-level setup process:

**School Administrator (SA)** – The SA is the lead administrator for the online assessment at the school level. The SA is responsible for:

1. creating the individual grade levels (e.g., grades 4, 5, 7, 8, 10, 11, and 12) as needed or as corresponding to grade levels of participating students. These can only be created after the schools have been created by the DA. (NOTE: Grades created by the SA for the Fall Pilot will still exist in the CATS Online, and only need to be updated for changes);
2. creating the online testing schedule to correspond with the schedule being followed by students without disabilities in the district/school (i.e., same dates and times);
3. entering participating teacher information. The SA can create, delete, and edit Teacher users at his or her own school. Again, Teacher accounts should only be created after the appropriate school has been created. (NOTE: If the SA/school participated in the Fall Pilot, then the Teacher Accounts will still exist in CATS Online, and only need to be updated as needed. The SA will still need to notify participating teachers of the need to re-enter individual student information, as this was deleted for security reasons).
4. If necessary, the SA can also perform all the duties of the Teacher user, including creation of Student user accounts. The SA responsibilities can also

be performed by the DA, if the school and/or district has a small number of participants, which would not warrant additional staff involvement;

5. The SA will need to be responsible for assuring that qualified staff check the hard-drive of each computer used during the assessment to verify that any remaining information for the test is removed. (See CATS Online Assessment workstation daily cleanup guide).

**Teacher** – The Teacher is responsible for:

1. creating the student user accounts, including the student accommodation profiles. Student accounts can only be created within Grades, so the SA must have already completed that task (NOTE: While grades created by the SA for the Fall Pilot have been retained in CATS Online, Student accounts were deleted for security reasons and will have to be re-entered);
2. providing time and opportunity for every student to enter the Practice Area for his or her grade level (several days/weeks before first test session scheduled) to set individual student preferences (e.g., font, color, etc.) and practice all types of test questions using his or her assistive technology;
3. administering and supervising the Online Assessments;
4. printing and transcribing (as needed) student online multiple choice responses into the student response booklet. If the student entered his or her own multiple choice responses into their response booklets, the student responses as entered into the response booklet are final and may not be altered by school staff.

**Student** – The Student is responsible for:

1. entering the Practice Area prior to first day of assessment to set preferences, answering 2-6 questions per subject area, including open responses, and
2. taking the actual assessment and following proper testing procedure under teacher guidance.

(NOTE: Students who participated in the Fall Pilot will still need to enter the Practice Area using his or her new login ID to be given access to the KCCT).